

MSC Item Type Reorganization - Round 4 **[Revised 8/19/2014]**

August 15 – September 15, 2014

Reorg Update: What's happening now?

MSC staff members are working with libraries one-on-one to review rules and settings throughout the system. Work with over 40 libraries is in progress. Many school libraries will start the process in the fall when they return for classes. If you have not heard from the MSC about this process yet, please be prepared to hear from us as we do need help from each library to complete these steps sometime this fall/winter

Item Type Changes

The following Item Types are being phased out of the Montana Shared Catalog system. If your library wants to move these items manually to new Item Types, you have until September 15 to do so. You may also contact the MSC to change these items in batch before the deadline. Otherwise, all items left in these Item Types will be moved in batch to the recommended Item Type after September 15. If multiple Item Types are listed in the recommendations column, the MSC will move your items to the most appropriate Type.

Please be aware that Item Types control circulation. If you move your own items from one type to another, the rules for how that item circulates may change. If you have questions about this, please ask. If your items are moved in batch after September 15, the MSC will add a circulation rule for any new types. If you already have items of the new Type, your rule for that Item Type will stay the same. *This may change circulating on some changed items.*

Also please be aware that because of the volume of items to change, not all changes happen immediately after the round deadline. As we move libraries' items we will change their circulation and drop-down menus in accordance with the move. In other words, you should not experience any problems with circulation.

NO action is needed from you on item types if:

- Your library is not listed in the "Libraries Affected" column
- Your library appears, but moving your items to the recommended new type will work for your library

Action IS needed from you if:

- The items are in error. Please change the Item Type of items in error before September 15.
- The items no longer exist physically. Please discard or delete items using normal discard procedures.
- Items cannot be changed to the recommended type for some reason. If this is the case, please [Open a Help Desk Ticket](#).

If you have questions about how these changes may affect your library, please [Open a Help Desk Ticket](#).

How do I find these items?

[CLICK HERE TO GO TO THE DIRECTORS STATION REPORT](#)

- Follow the link below to Directors Station and login. It should take you directly to a report showing the Item Types for one library.
- Click on Item Library and choose Filter Item Library.
- Expand the library list using the + symbol, uncheck any unwanted libraries, and choose your library or libraries. Click OK.
- When the report appears showing your library and Item Types, click and drag your mouse over the number associated with the Item Type you want to see.
- Choose Show Shelflist from the pop-up menu. If you cannot access the DS report [Open a Help Desk Ticket](#) and we can send you a list of Item IDs.

Item Type	Description	Recommendation/Items will be changed to these types after deadline	Libraries Affected
BK-NOCIRC	Noncirculating book	Change to with REFERENCE [NONCIRC]*	BILLINGS & Branches, CPL, GCL-BR, GCL-CB, KAL-HOSP, LCHS, MT-LAW, TFEL
E-BOOK	Electronic book	Change to DIGITAL and Item Cat 1 of EBOOK	BILLINGS, FVCC, KAL-HOSP, LMPS, MCPS Schools, MSL, MT-DOT, MT-LAW, PARKHS, PLAINSK12
E-JOURNAL	Electronic journal	Change to DIGITAL and Item Cat 1 of EJOURNAL	BCML, KAL-HOSP, SGIC
FLOAT-VID	Floating videorecording	Not in Use	No Longer in Use
JUV-MUSREC	Juvenile Musical Recording	Change to JUV-CD-BK [JUV-CD]*	BILLINGS & branches, LAUREL
MAP2	Non circulating Map	Change to MAP	No Longer in Use
NEW-BOOK2	New book - modified loan period	Not in Use	No Longer in Use
NEW-CD	New CD	Not in Use	No Longer in Use
SHORT-TERM	Short term loan	Change to descriptive Item Type	TFPL
SHORT-TRM2	Short term loan 2	Not in Use	No Longer in Use
UNIT	Teaching unit	Change to PROF-MAT or KIT	MCPS Schools, PLUK, POWER
VIDEO-JUV	Juvenile Video recording	Change to DVD-JUV [JUV-VID]	CPL, GLASGOW, PLAINSK12, SCCL, TFEL, TFMS

*[Names in brackets are suggested Item Type name changes]